

Standard Operating Procedures

SLDCADA Configuration Change Management

Background

- Purpose

- Define the high-level functional and technical resources, roles, responsibilities, processes, guidelines, and procedures; and
- Define the authorities of the SLDCADA Configuration Control Board (CCB)

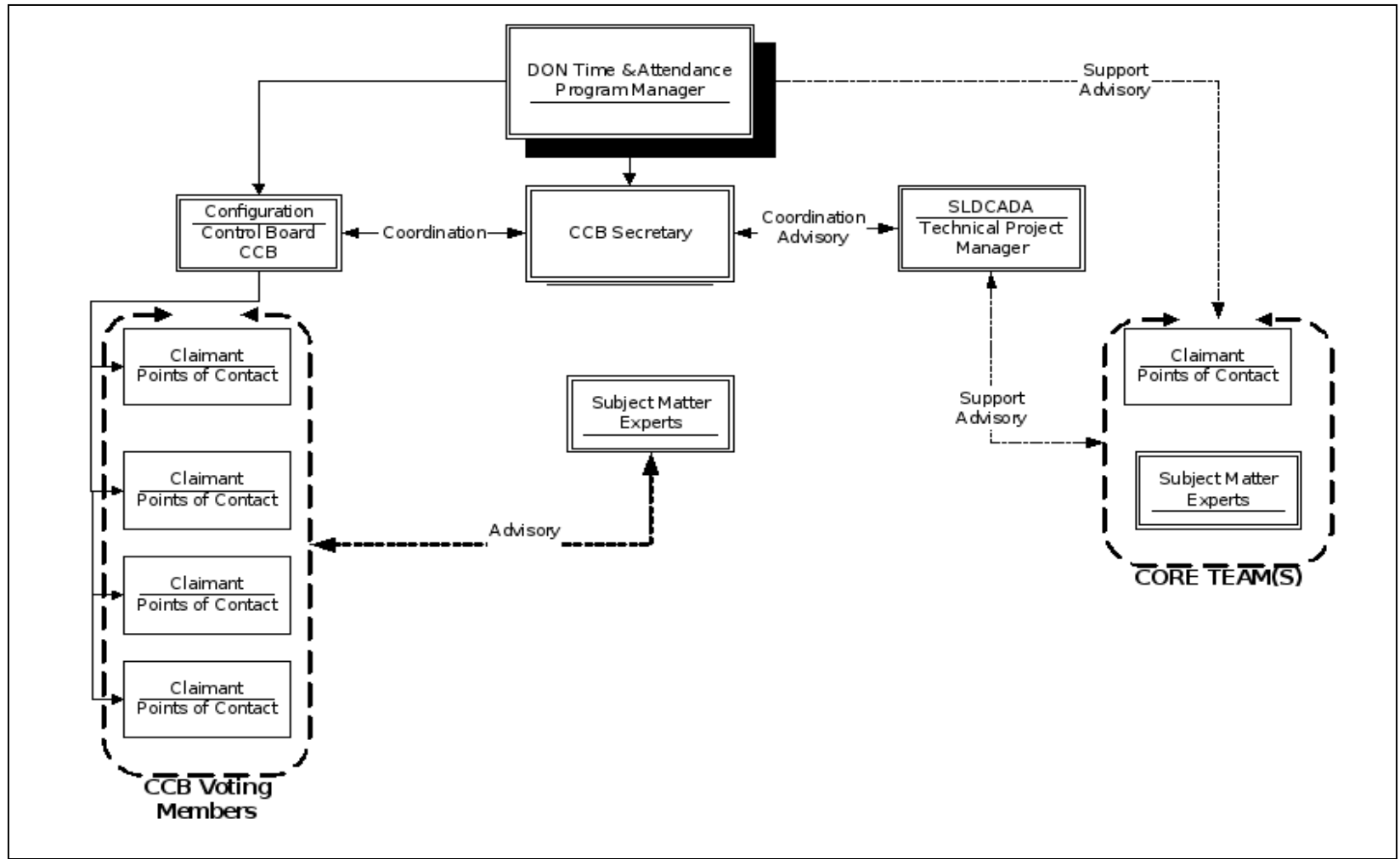
- Scope of Document

- Identify standard practices, policies, and guidelines for the software change management.
- Address the roles/responsibilities of offices and officials responsible for lifecycle processes and activities supporting the T&A effort.

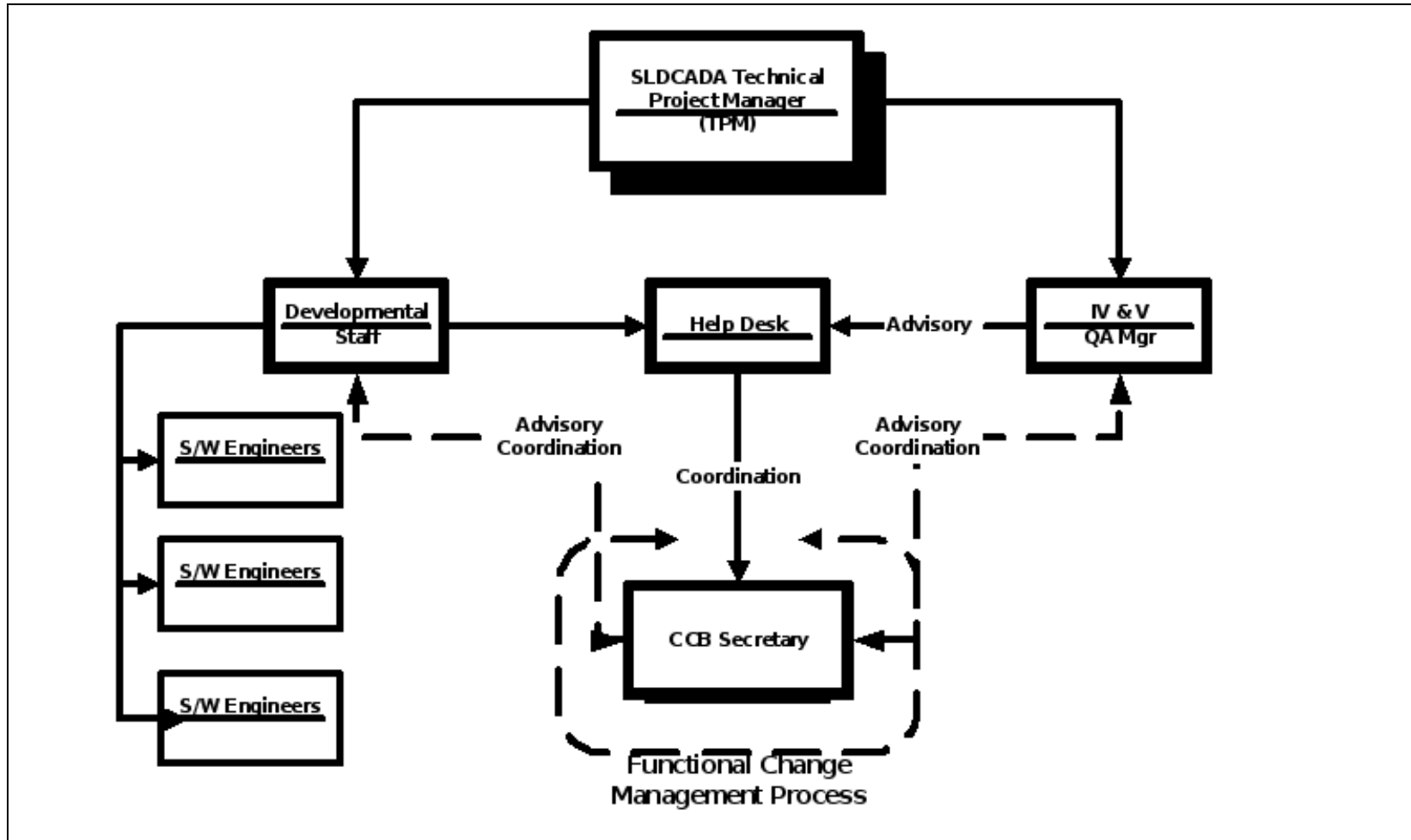
Document Structure

- Functional and Technical Organizational Roles, Responsibilities, and Hierarchy
- System Change Management (SCM)
- Configuration Control Board Engineering Change Package Approval Process
- Summary of Software Development Life Cycle (SDLC) Operational Maintenance (OM) Associated with System Change Management
- Appendices:
 - Acronyms and Glossary
 - Workflow and Process diagrams
 - CCB Claimant Points of Contact
 - Sample Forms

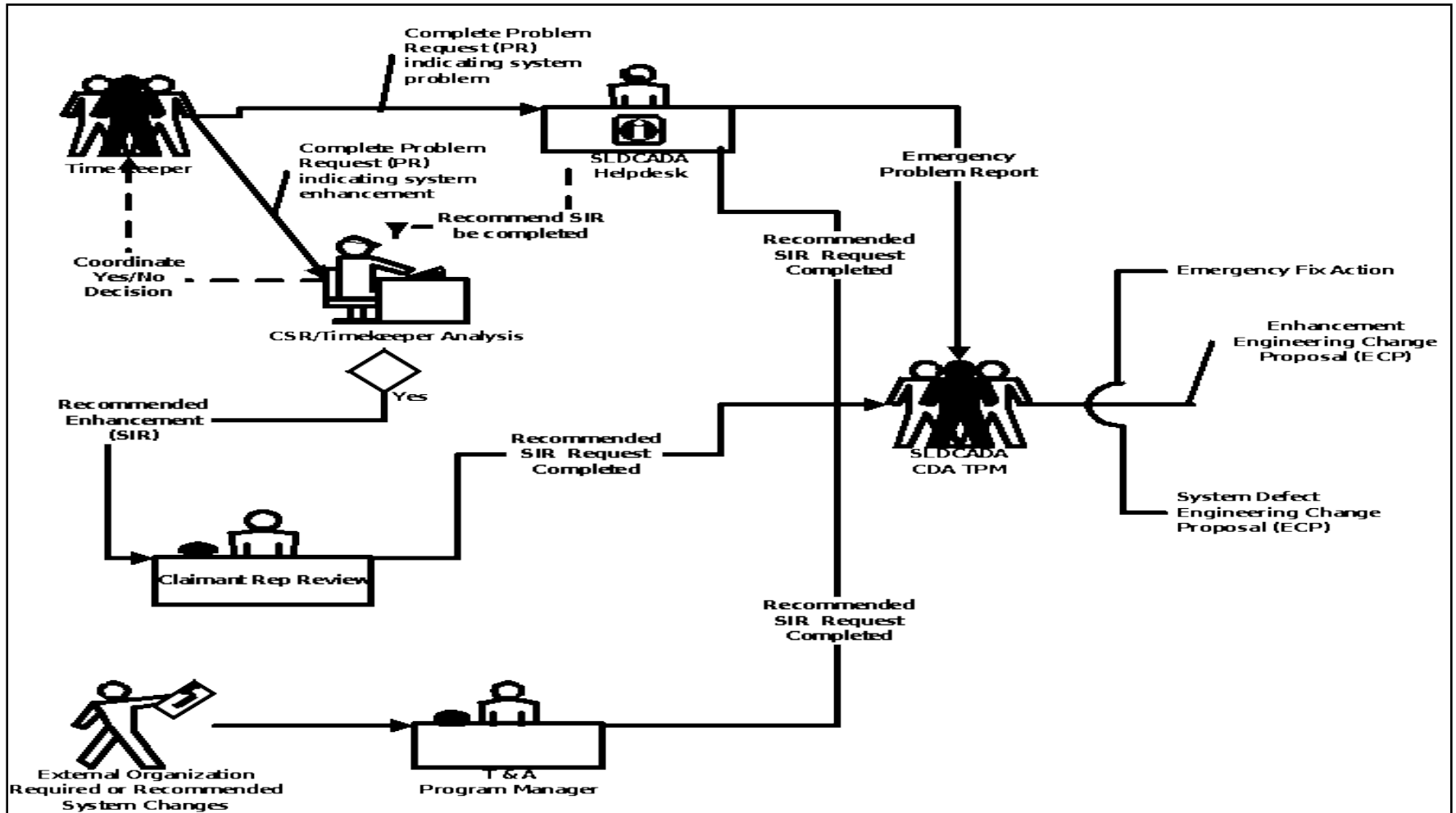
Functional Hierarchy



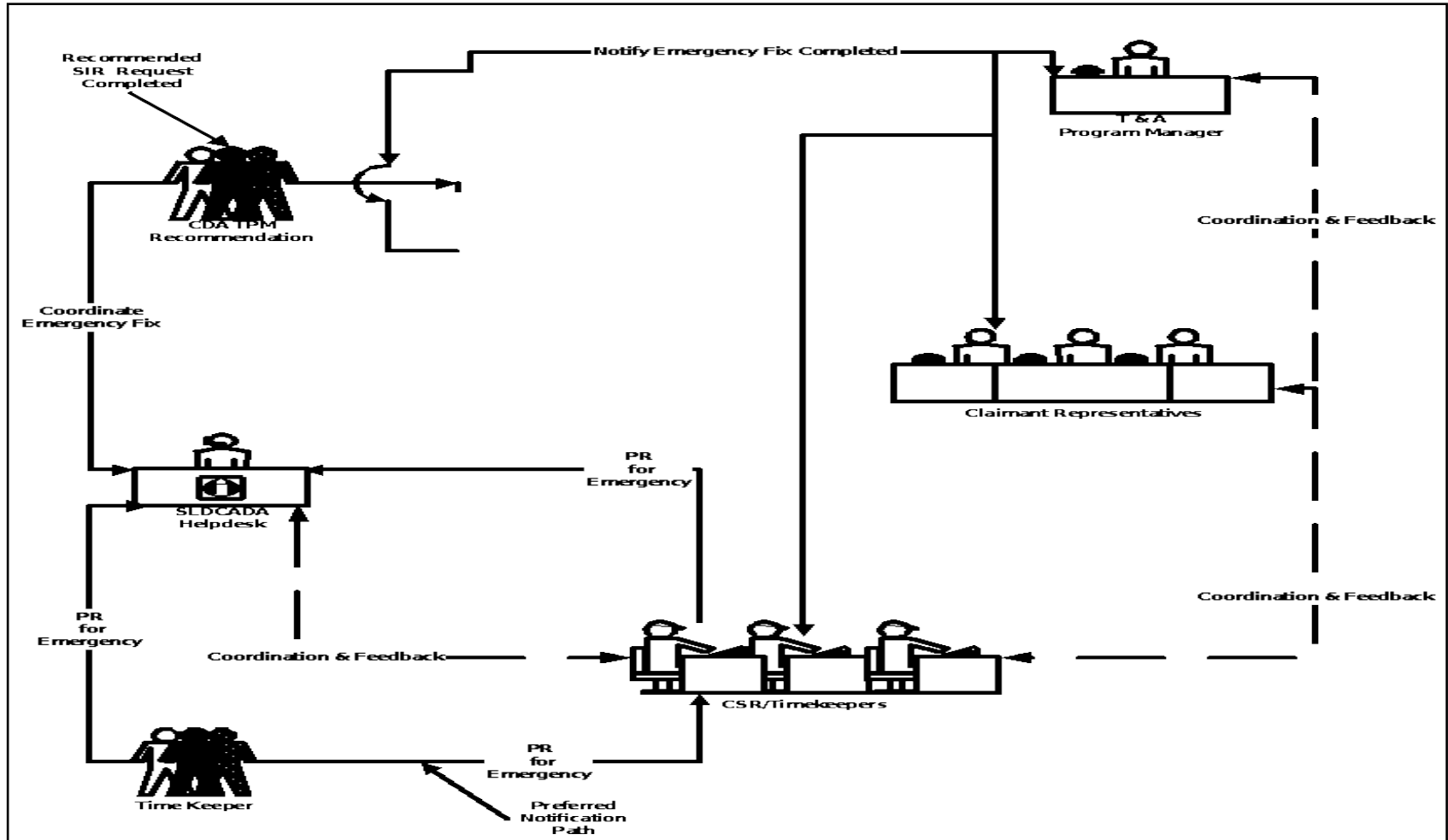
Technical Hierarchy



SIR Generation Concepts



Emergency Problem Reports

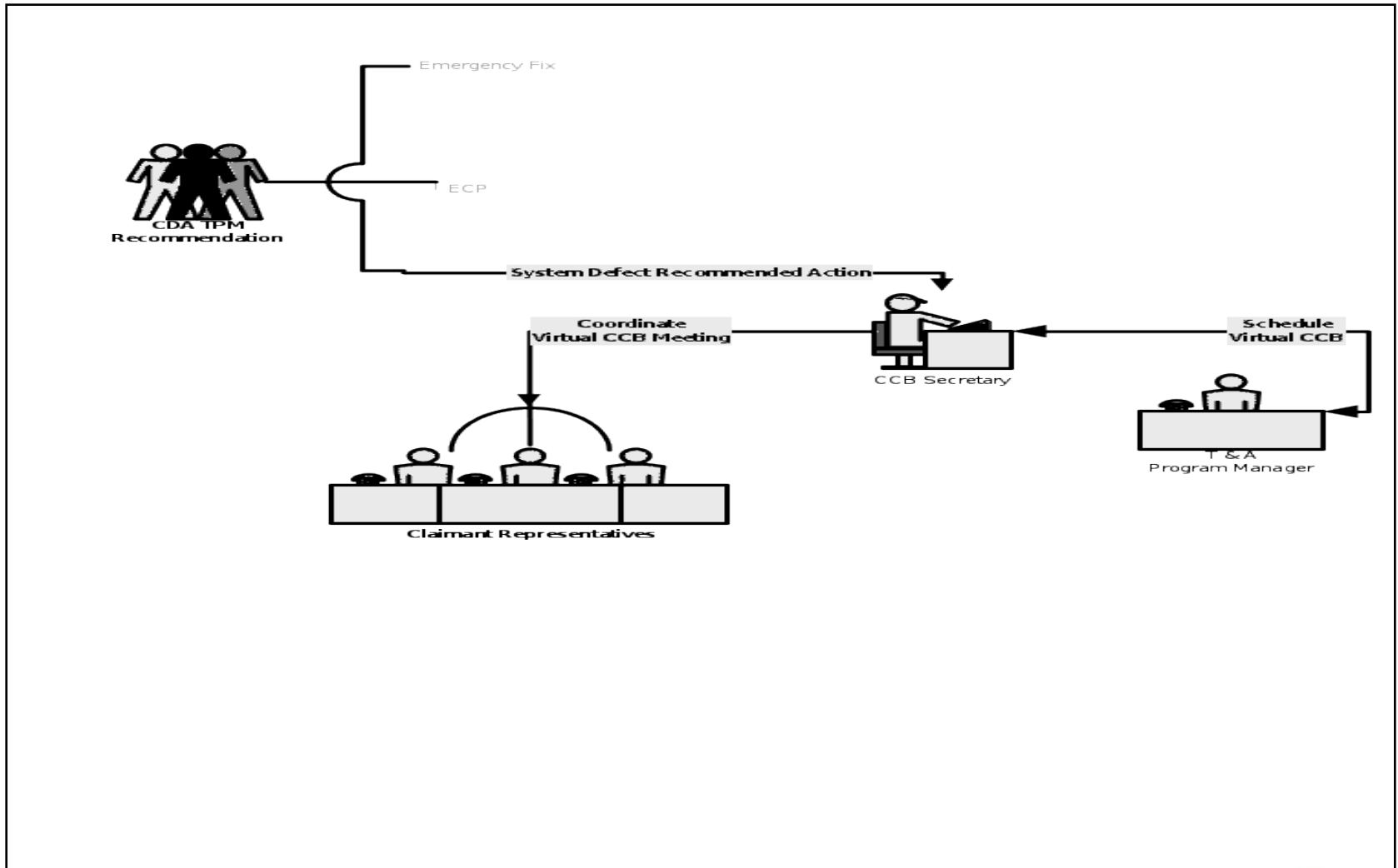


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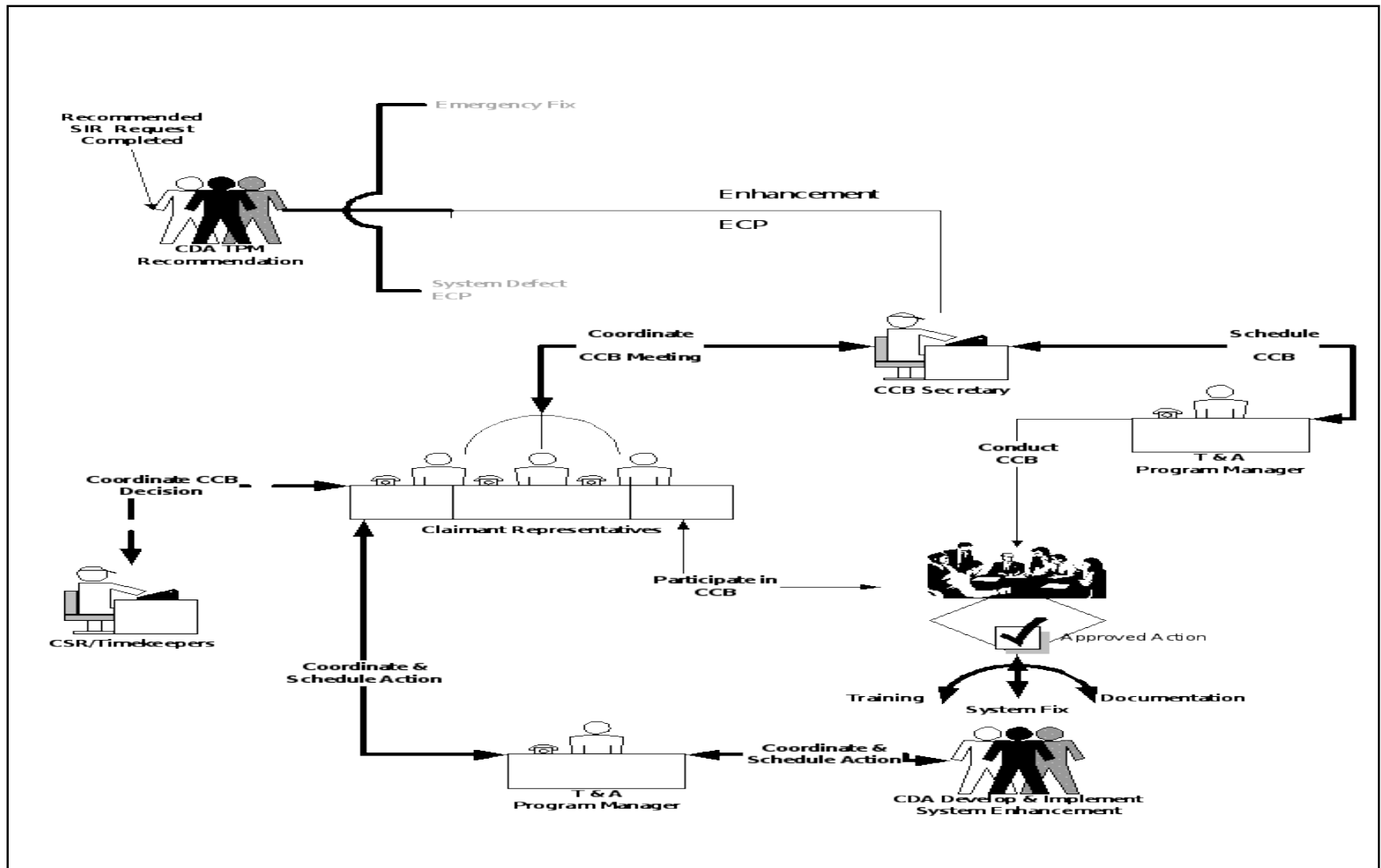
SLDCADA CCB SOP



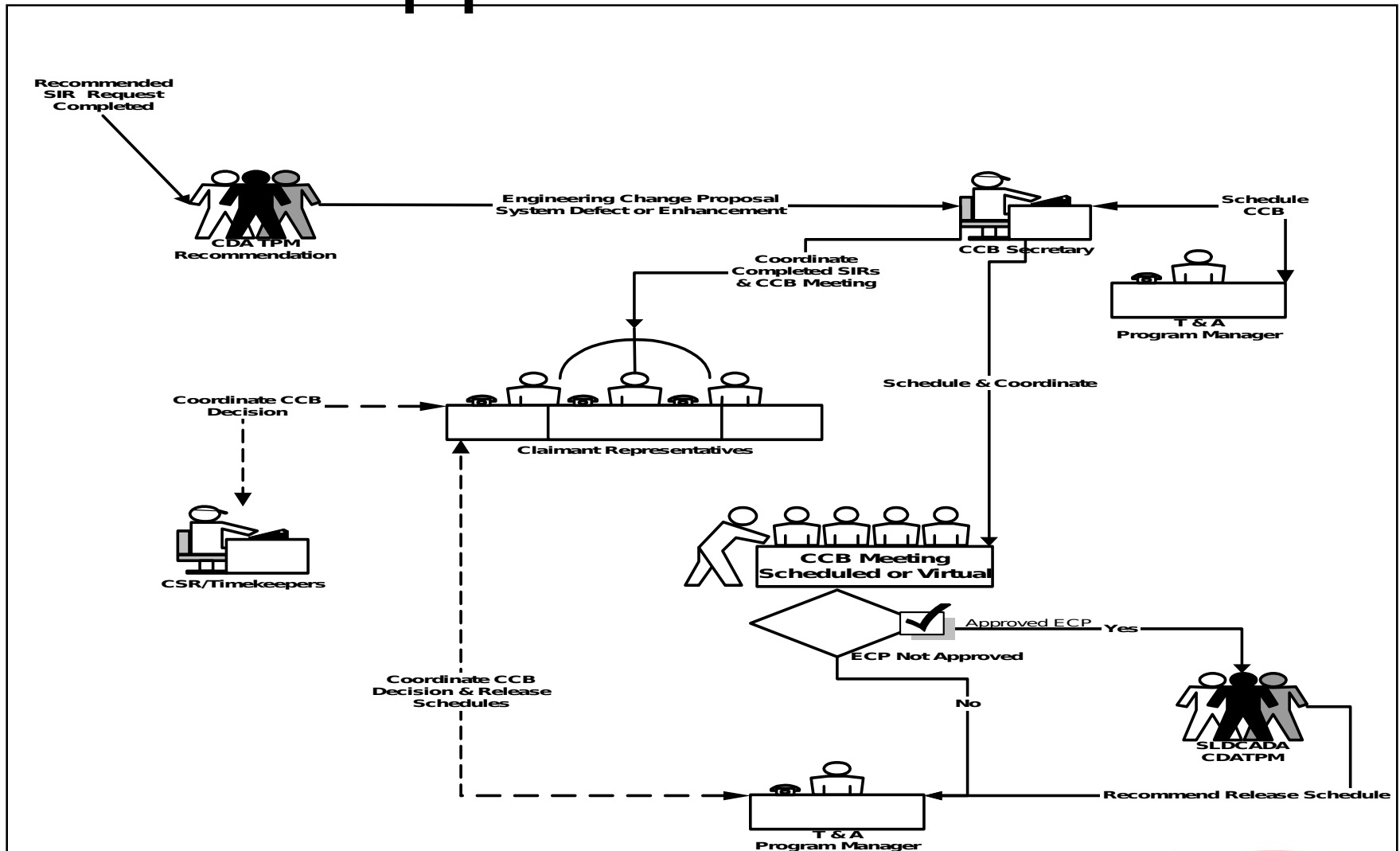
System Defect Procedures



Enhancement Procedures



CCB Approval Procedures



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SLDCADA CCB SOP



SOP Review

- Three Review Teams:
 - Team 1: Functional & Technical Organization Roles, Responsibilities and Hierarchy
 - Section 2 and Appendices A & B
 - Team 2: System Change Management Processes
 - Section 3 and Appendices B & D
 - Team 3: CCB & SDLC Support to the SCM Processes
 - Sections 4 & 5

SOP Review Team Assignment

- Each Team Complete:
 - Areas Needing Clarification & “Red Line” Markup of SOP Document
 - Suggested Changes or Improvements
 - Rational for change/improvement
 - Relationship to other sections of SOP
 - Report Out to full CCB